The City of Pleasant Hill Police Department
invites applications for
Community Service Officer I
FINAL FILING DATE:
5:00 p.m., Monday, April 12, 2010

<u>*Tentative Testing Dates:*</u>
Written Exam – April 20, 2010
Oral Interviews – April 29, 2010

POSITION

A Community Service Officer for the City of Pleasant Hill is a non‑sworn civilian para-professional employed by the Police Department to perform a variety of tasks in the police facility and in the community. These tasks are not hazardous and require no investigative follow up.

Typical duties may include assisting citizens at the police center, fingerprinting citizens, photograph work, assisting with selected records, taking of non‑investigative reports, citation verifications, ordering supplies, transportation, mail and court runs, traffic direction, assisting with evidence processing, maintaining vehicle service records and scheduling, part‑time dispatching, parking enforcement, vacation house checks, assisting officers in witness and/or crime scene searches, assisting crime prevention unit and other duties as assigned. A CSO may be assigned to work various hours, shifts, and/or holidays.

QUALIFICATIONS

Motivation to a career in community service through the Police Department. High School graduate or G.E.D. required. Prefer at least 15 units of college level course work. U.S. citizenship required. Minimum age, 18 at time of appointment. Normal color vision. Must possess a valid California driver's license, tact, good judge-ment and be of good moral character. Ability to type 30 wpm net. Uncorrected vision of at least 20‑100 in both eyes correctable to 20-30.

COMPENSATION AND BENEFITS

The monthly compensation for this position is $3606 ‑ $4651. Appointments are normally made at the mini-mum step. Employees are eligible for the first step increase upon completion of six months' satisfactory per-formance (persons who start above the first step are eligible for a step increase after one year).

The City of Pleasant Hill operates under the merit system, not Civil Service. Employees are NOT covered by SOCIAL SECURITY OR STATE DISABILITY INSURANCE.

- Vacation ‑‑ is earned one day a month for the first three years.
- Sick Leave ‑‑ is earned one day a month, no maximum accrual.
- Holidays ‑‑Thirteen (13) per year plus one personal leave day.
- Health Insurance ‑‑ Medical benefits offered under Kaiser or Health Net or $400.00 redirected to de-ferred compensation in-lieu of coverage.
- Life Insurance -- Life and Long Term Disability, fully paid by the City.
- Dental Insurance -- Delta Dental.
- Medicare -- All new employees contribute 1.45% of salary to Medicare.
- 401(a) -- City matches employee 4% contribution

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- Vision Insurance - Vision Service Plan (VSP).
- Retirement ‑‑ Employees are members of Public Employees Retirement System fully paid by the City. 2% @55 formula with E.P.M.C.
- 457 Deferred Compensation ‑‑ Employees may participate through payroll deduction.
- Educational Incentive ‑‑Employees are compensated for approved college courses and degrees..
- Probationary period ‑‑ One year (12 months).
- Uniform Allowance -- $728 per year, adjusted annually per CPI.

DISCLAIMER

No warranty; although great care has been taken to accurately report your benefits, there has been no warranty of complete benefit summary intended. Naturally, all information provided must be subject to the actual terms of the legal documents that control your benefit program.

SELECTION PROCEDURE

Typing certification of 30 wpm NET (5 minute timed test taken within the last 12 months) must be submitted with application. Certificates will be accepted from recognized business or adult schools, or employment agencies. **Internet typing certificates WILL NOT BE ACCEPTED**. Applicants will be subjected to a written test. Successful candidates will be invited to appear before a qualifications appraisal board for purpose of establishing an eligibility list.

A thorough background check as well as a physical, drug screen and psychological evaluation will be conducted on the top candidates prior to appointment. Failure to achieve a qualifying score on any portion of the examination process will eliminate a candidate from further consideration.

TO APPLY

Completed applications and typing certifications must be received by 5:00 p.m., Monday, April 12, 2010. Applications may be obtained from and returned to the Human Resources Department of the City of Pleasant Hill, 100 Gregory Lane, Pleasant Hill, California 94523. Applications also available at the Pleasant Hill Police Department, 330 Civic Drive, Pleasant Hill or may be downloaded from the City's website at www.ci.pleasant-hill.ca.us RESUMES ARE NOT ACCEPTED IN LIEU OF THE CITY APPLICATION.

THE DEPARTMENT

The Pleasant Hill Police Department is composed of over 60 full-time employees with over 40 of these positions being sworn. The makeup of the Police Department includes: Patrol, Records, Traffic, Investigations,, Crime Prevention, and K-9. The department enjoys a reputation for being progressive and innovative and welcomes employee input. We are a professional organization that maintains high standards in order to best serve the public**.**

THE CITY

Located in central Contra Costa County, Pleasant Hill has a population of over 33,000 within 7.5 square miles of jurisdiction. The community and surrounding area offer diversified shopping, good public and private schools and is the home of Diablo Valley Community College. There is a wide choice of housing, and recreational opportunities are abundant. The City operates under a City Council‑Manager form of government.

IMMIGRATION REFORM &
CONTROL ACT

To comply with the Immigration Reform and Control Act, all new employees will be required to provide proof of U.S. citizenship.

AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please provide the Human Resources Department with advance notice and your request will be considered.